

Technical Branch  
Museum and Zoo Group  
Zoo Series

**ZOO AREA SUPERVISOR**

04/95

*Summary*

Under general supervision, supervises and participates in the care of the animal collection and associated maintenance of exhibits, grounds and service areas.

*Typical Duties*

Oversee and perform animal care duties. Involves: directing others or participating in the feeding and watering of zoo animals; recommending improvements in animal care; observing animals to detect signs of illness, injury or unusual behavior and responding to reports of such observations by zoo keepers; observing animals for mating behavior and monitoring propagation criteria in accordance with animal management plans; participating in behavioral conditioning programs; performing animal handling activities to capture, restrain or transport animals or to assist veterinary staff in administering treatments; maintaining detailed records of animal behavior, physical condition, reproduction, genealogy or similar information.

Assist in general maintenance and modification of exhibits. Involves: inspecting animal enclosures, grounds and service areas for cleanliness and structural defects; coordinating repairs or enhancements with maintenance personnel by completing work order requests; making minor repairs and performing general maintenance, as required. assisting in planning and design of animal displays and habitats.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and professional animal management standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if necessary; preparing schedules, animal management plans, staff routines; ordering and stocking animal food and supplies to maintain inventory; preparing budget data and reports; assuming leadership role in emergency response situations; providing information about the Zoo and its facilities to the public.

*Minimum Qualifications:*

Training and Experience: Graduation from high school or equivalent and four years experience in the care of various classes of zoo animals, including one year experience directing the work of zookeepers; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: exotic animal care, feeding and handling methods and techniques. Good knowledge of: professional animal management standards; exotic animal behavior and husbandry techniques; zoo safety rules and regulations; physiology of and diseases common to exotic animals; exotic animal nutrition and environmental requirements; employee training practices and techniques. Some knowledge of: maintenance and care of animal enclosures and related zoo equipment; supervisory techniques and administrative practices and procedures.

Ability to: train and supervise assigned personnel; detect unusual animal behavior and take appropriate action; maintain detailed records of animal behavior, physical condition, reproduction, genealogy or similar information; establish and maintain effective relationships with fellow employees and the general public; perform minor repairs and maintenance to animal enclosures; understand and follow oral and/or written instructions; comply with and enforce safe working practices and procedures.

Skill in the care, handling, restraint and transport of zoo animals.

*Special Requirements:* Subject to call back, and work flexible hours, weekends, holidays, and mandatory overtime, as required.

*Licenses and Certificates:* Valid U.S. Driver's License.

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Director of Personnel

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Department Head